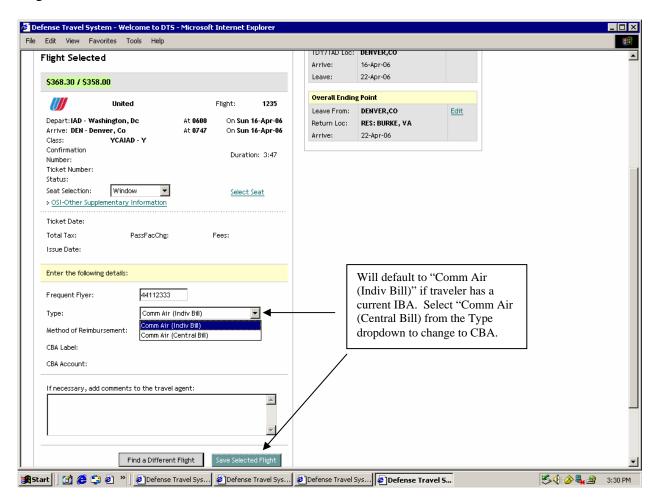
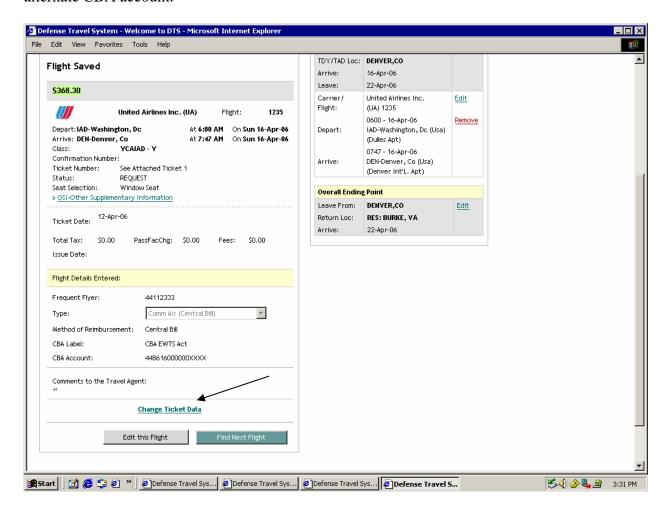
## **Selecting a CBA Account**

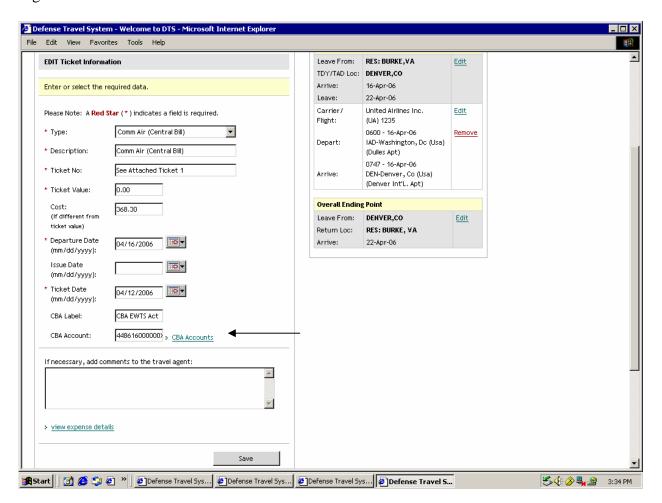
1. If the traveler has a current Individually Billed Account (IBA), DTS will default the method of reimbursement to the IBA. To change to a Centrally Billed Account (CBA), select the dropdown next to the "Type" field and change to "Comm Air (Central Bill)", then select the "Save Selected Flight" button.



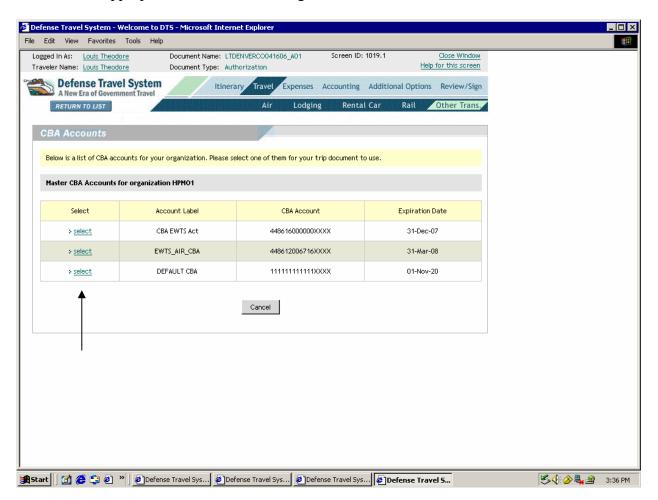
2. This will save the method of reimbursement to your organizations default CBA account. If you need to change to an alternate CBA account, select the "Change Ticket Data" link. If already defaulted to a CBA account (because the traveler does not have a current IBA), but you need to change to a different CBA account, also use the "Change Ticket Data" link to select an alternate CBA account.



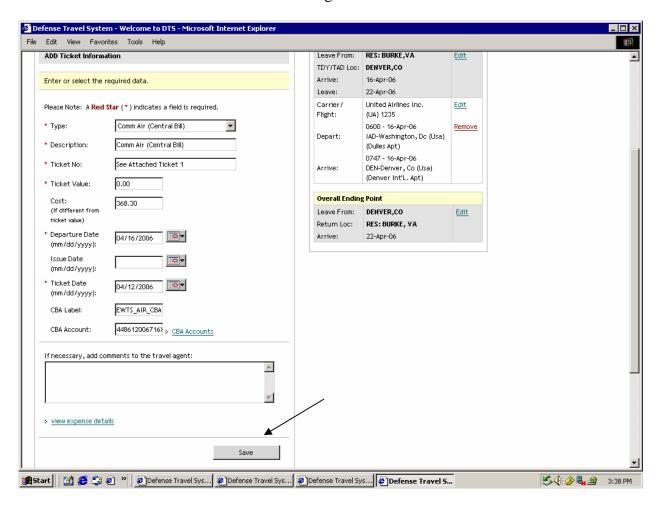
3. Select the "CBA Accounts" link to display of list of CBA accounts associated to your organization.



4. Select the appropriate CBA account using the "select" link.



5. Select the "Save" button to confirm the change.



6. Confirm that the Accounting Codes reflect "Com. Carr.-C" to indicate Centrally Billed (versus "Comm. Carr-I" indicating Individually Billed).

